

CITY ATTORNEY



MISSION STATEMENT

The mission of the Burbank City Attorney's Office is to provide sound, timely and cost effective legal advice and representation to the City Council, Commissions, Boards, City officers and staff. The Office is committed to working with staff in carrying out City Council policies and goals. The City Attorney's Office zealously defends and pursues litigation filed against, or by, the City; and fairly and ethically prosecutes misdemeanors and infractions committed within the City.

ABOUT CITY ATTORNEY

The City Attorney is appointed by the City Council as the City's top legal advisor. The Office is comprised of three divisions: Departmental Services and Administration, Litigation and Prosecution with ten support attorneys, one paralegal, one administrator and six support staff members.

OBJECTIVES

- Operate a highly ethical, efficient and effective office by maintaining a well-trained and experienced staff.
- Be an integral part of the City team to avoid or resolve legal issues at the earliest time possible.
- Support City staff in carrying out City Council's goals, not only by giving sound legal advice, but by assisting in formulating solutions.

CHANGES FROM PRIOR YEAR

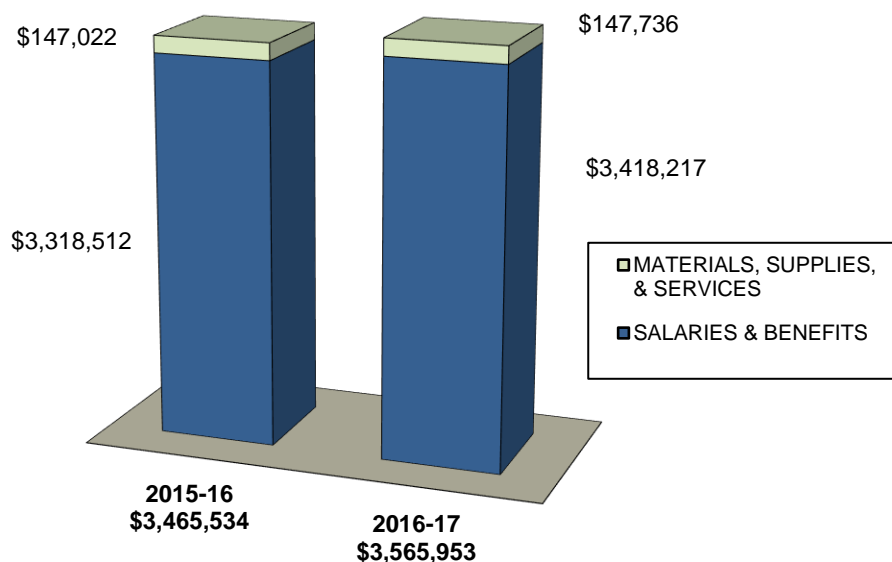
There are very minor changes to the City Attorney's Office budget this year. Funds were moved between accounts to support specific anticipated cost changes; however, no increases were made to the overall materials, supplies and services budget.

DEPARTMENT SUMMARY

	EXPENDITURES FY2014-15	BUDGET FY2015-16	BUDGET FY2016-17	CHANGE FROM PRIOR YEAR
Staff Years	19.000	19.000	19.000	
Salaries & Benefits	\$ 3,144,195	\$ 3,318,512	\$ 3,418,217	\$ 99,705
Materials,Supplies & Services	139,428	147,022	147,736	714
TOTAL	\$ 3,283,623	\$ 3,465,534	\$ 3,565,953	\$ 100,419



DEPARTMENT SUMMARY



2015-16 WORK PROGRAM HIGHLIGHTS

- Continued implementation of Theft Outreach Program and Office Hearing Program within the Prosecution Division.
- Collected over \$72,000 in restitution for victims.
- Supported a well-informed workforce by providing training programs such as Police Internal Training, Mandated Reporting and New Supervisor Trainings. The City Attorney's Office also hosted several webinars with topics pertinent to City issues.

2016-17 WORK PROGRAM GOALS

- Continue to consult with City departments and make recommendations for liability prevention based on claims received by the City Attorney's Office.
- Continue process of establishing master Professional Service Agreement (PSA) language to expedite contract processing for the City.
- Complete update of PSA templates on BEN for citywide use.
- Continue to add legal support to the processing of the airport's application for terminal replacement culminating in a Measure B vote.
- Support a well-informed workforce by continuously providing training programs such as Everyday Ethics, PSA Training, Brown Act, Police Internal Training, Workplace Harassment Prevention, Mandated Reporting and New Supervisor Trainings.

Departmental Services and Administration Division

001.CA01A



The overall goal of this Division is to carry out the policies and directives established by the City Council. This Division provides legal opinions addressing complex legal issues; prepares or reviews all resolutions and ordinances; and drafts, negotiates, reviews and approves contracts from the routine to the very complex. Division attorneys, in addition to the City Attorney, advise Boards, Commissions and City staff on all legal matters such as land use, real estate, personnel and contracts. This Division dedicates attorneys to the specialized legal needs of BWP. This Division also handles administrative functions of the City Attorney's Office. Lastly, the Office provides ongoing in-service training to City staff, as well as elected and appointed officials.

	EXPENDITURES FY2014-15	BUDGET FY2015-16	BUDGET FY2016-17	CHANGE FROM PRIOR YEAR
Staff Years	9.100	9.600	9.600	
60001.0000 Salaries & Wages	\$ 1,335,544	\$ 1,343,135	\$ 1,338,216	\$ (4,919)
60006.0000 Overtime - Non-Safety	46			
60012.0000 Fringe Benefits	178,069	171,363	179,627	8,264
60012.1008 Fringe Benefits:Retiree Benefits		4,781	7,258	2,477
60012.1509 Fringe Benefits:Employer Paid PERS	206,977	273,232	289,322	16,090
60012.1528 Fringe Benefits:Workers Comp	14,729	15,538	23,309	7,771
60022.0000 Car allowance	3,939	4,488	4,488	
60027.0000 Payroll Taxes Non-Safety		19,475	19,404	(71)
Salaries & Benefits	1,739,304	1,832,012	1,861,624	29,612
62220.0000 Insurance	\$ 12,878	\$ 16,210	\$ 15,709	\$ (501)
62300.0000 Special Dept Supplies	73	109	109	
62310.0000 Office Supplies, Postage & Printing	8,018	7,807	8,107	300
62425.0000 Library Resource Materials	38,968	34,350	34,350	
62440.0000 Office Equip Maint & Repair	466	1,050	1,000	(50)
62455.0000 Equipment Rental	8,548	12,317	12,017	(300)
62485.0000 Fund 535 Communications Rental Rate	10,967	10,967	11,241	274
62496.0000 Fund 537 Computer System Rental	13,712	18,415	19,169	754
62700.0000 Memberships & Dues	5,340	6,500	6,500	
62710.0000 Travel	1,033	1,655	1,655	
62755.0000 Training	17,006	15,100	15,100	
62895.0000 Miscellaneous Expenses	1,510	1,280	1,280	
Materials, Supplies & Services	118,519	125,760	126,237	477
Total Expenses	\$ 1,857,823	\$ 1,957,772	\$ 1,987,861	\$ 30,089

Litigation Division

001.CA02A



The Litigation Division is responsible for representing the City, its officers and employees in litigation filed by and against the City, as well as assisting in the administration of governmental tort claims filed against the City. Litigation ranges from simple trip and fall and other allegations of dangerous conditions to complex multi-party civil rights or employment cases, as well as litigation concerning issues unique to public agencies. This Division also interacts proactively with various City departments to implement best practices and policies to prevent/decrease the City's liability exposure.

	EXPENDITURES FY2014-15	BUDGET FY2015-16	BUDGET FY2016-17	CHANGE FROM PRIOR YEAR
Staff Years	4.700	4.300	4.300	
60001.0000 Salaries & Wages	\$ 506,020	\$ 519,444	\$ 529,443	\$ 9,999
60012.0000 Fringe Benefits	84,932	70,206	73,832	3,626
60012.1008 Fringe Benefits:Retiree Benefits		2,141	3,251	1,110
60012.1509 Fringe Benefits:Employer Paid PERS	86,835	107,052	114,466	7,414
60012.1528 Fringe Benefits:Workers Comp	7,993	6,587	9,824	3,237
60022.0000 Car allowance	463			
60027.0000 Payroll Taxes Non-Safety		7,532	7,677	145
60031.0000 Payroll Adjustments	46			
Salaries & Benefits	686,290	712,962	738,492	25,530
62140.0000 Special Services	\$ 3,041	\$ 3,101	\$ 3,101	
62170.1001 Contractual Services:Temp Staffing	125			
62496.0000 Fund 537 Computer System Rental	4,142	4,605	4,684	79
Materials, Supplies & Services	7,307	7,706	7,785	79
Total Expenses	\$ 693,597	\$ 720,668	\$ 746,277	\$ 25,609

Prosecution Division

001.CA03A



The Prosecution Division prosecutes State misdemeanor violations such as domestic violence, sex abuse and DUI cases, as well as City ordinances. City Prosecutors file, on average, over 4,800 cases each year. Prosecution staff is also responsible, in conjunction with the Police Department, for processing court-ordered restitution collected on behalf of victims and City Departments.

	EXPENDITURES FY2014-15	BUDGET FY2015-16	BUDGET FY2016-17	CHANGE FROM PRIOR YEAR
Staff Years	5.100	5.100	5.100	
60001.0000 Salaries & Wages	\$ 521,757	\$ 558,705	\$ 583,062	\$ 24,357
60012.0000 Fringe Benefits	97,565	80,918	85,234	4,316
60012.1008 Fringe Benefits:Retiree Benefits		2,540	3,856	1,316
60012.1509 Fringe Benefits:Employer Paid PERS	87,839	115,745	126,058	10,313
60012.1528 Fringe Benefits:Workers Comp	8,043	7,529	11,436	3,907
60022.0000 Car allowance	232			
60027.0000 Payroll Taxes Non-Safety		8,101	8,454	353
60031.0000 Payroll Adjustments	3,166			
Salaries & Benefits	718,601	773,538	818,100	44,562
62060.0000 Prosecution Assistance	\$ 5,514	\$ 4,800	\$ 4,800	
62140.0000 Special Services	3,650	3,750	3,800	50
62496.0000 Fund 537 Computer System Rental	4,438	5,006	5,114	108
Materials, Supplies & Services	13,602	13,556	13,714	158
Total Expenses	\$ 732,203	\$ 787,094	\$ 831,814	\$ 44,720

CITY ATTORNEY

Authorized Positions



CLASSIFICATION TITLES	STAFF YEARS FY2014-15	STAFF YEARS FY2015-16	STAFF YEARS FY2016-17	CHANGE FROM PRIOR YEAR
LEGAL SEC	3.000	3.000	3.000	
LEGAL SECRETARIAL CLK	3.000	3.000	3.000	
CTY ATTORNEY	1.000	1.000	1.000	
LITIGATION PARALEGAL	1.000	1.000	1.000	
LAW OFFICE ADMSTR	1.000	1.000	1.000	
DEP CTY ATTORNEY	1.000	1.000	1.000	
SR AST CTY ATTORNEY	9.000	9.000	9.000	
TOTAL STAFF YEARS	19.000	19.000	19.000	